

Sample Gift Waiver Form

(Agency Symbol/Letterhead)

Name of Agency or Office: _____

Name of Recipient: _____

Title of Recipient: _____

Brief Description of Item Solicited, Accepted, or Received: _____

Date of Receipt: _____

Name of Donor: _____

Donor's Address: _____

Nature of Business Relationship with Agency: _____

State Why Acceptance is in the Public Interest: _____

**(Name of Approving Appointing Authority
Or Ethics Officer)**

(Date)

**Must be filed with the Ethics Commission within thirty days of event or receipt of item,
whichever comes first.**